



CANNON BUILDING  
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STATE OF DELAWARE  
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS</b>
<b>MEETING DATE AND TIME:</b>	<b>Tuesday, September 11, 2012 at 1:00 p.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware Cannon Building, Second-Floor Conference Room B
<b>MINUTES APPROVED:</b>	November 13, 2012

**MEMBERS PRESENT**

Terri White, Professional Member, President  
E. Ray Quillen, Professional Member  
Sandra Dole, Healthcare/Public Member  
Elizabeth Hague, Public Member  
Victorine Parker, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Daniel Stevenson, Deputy Attorney General  
Michele Howard, Administrative Specialist II

**MEMBERS ABSENT**

Mike Salitsky, Professional Member  
Frances Wimbush, Public Member, Secretary  
Hope Squier, Healthcare/Public Member  
Tim Bane, Public Member

**PUBLIC PRESENT**

None

**CALL TO ORDER**

Ms. White called the meeting to order at 1:02 p.m.

**REVIEW AND APPROVAL OF MINUTES**

The Board reviewed the minutes of the July 10, 2012 meeting. Ms. White made a motion, seconded by Ms. Dole, to approve the minutes as presented. The motion carried unanimously.

**UNFINISHED BUSINESS**

**REQUEST TO RETAKE NAB EXAM, TINA LAROSE – UPDATE FROM MS. HOWARD**

Ms. Howard stated that there has been no additional correspondence from Ms. Larose regarding her AIT program. Ms. White stated that she will contact Mr. Salitsky to determine which one of them will sponsor Ms. Larose for her final 40 hours of training.

**CONTINUING EDUCATION AUDIT OF LICENSEES**

Sign Board Order for Dennis E. Koza – Mr. Stevenson

Sign Board Order for Brenda Coley-Moody – Mr. Stevenson

Mr. Stevenson presented the final orders for Dennis E. Koza and Brenda Coley-Moody. The Board members present signed the Order for Ms. Coley-Moody. All Board members present, except Ms. White (recused), signed the Order for Mr. Koza. Mr. Koza's Order needs one additional Board signature before it is final. Mr. Stevenson stated that in the future, if the Board approves Hearing Officer recommendations, the Order only needs the signature of the Board President which can be obtained outside of a Board meeting.

#### Review Hearing Officer Recommendations for William Delaney

Mr. Stevenson summarized the proposed Hearing Officer Recommendations for William Delaney for the Board. Mr. Quillen made a motion, seconded by Ms. White, to accept the Hearing Officer Recommendations as presented. The motion carried unanimously.

#### PROPOSED RULES AND REGULATIONS – PUBLIC HEARING SCHEDULED NOVEMBER 13, 2012

##### Additional Credits for Online Courses

##### Granting CE for AIT Preceptors

Ms. White stated that the public hearing will be held during the Board's November meeting.

#### **NEW BUSINESS**

##### RATIFICATION OF LICENSURE

##### Elaine F. Abbott-Wade (Temporary NHA – 90-Day Extension)

Ms. Parker made a motion, seconded by Ms. Hague, to ratify the 90-day extension of Ms. Abbott-Wade's Temporary NHA license. The motion carried unanimously.

##### REVIEW OF APPLICATIONS FOR LICENSURE

##### John Byrd (NHA by Reciprocity)

Ms. White reviewed the application and summarized it for the Board. Ms. White made a motion, seconded by Mr. Quillen, to approve the NHA licensure of John Byrd. The motion carried unanimously.

##### REVIEW OF AIT PROGRESS REPORTS

##### Megan Nessell (3<sup>rd</sup> / Final Report, needs permission to test)

Ms. White reviewed the report and summarized it for the Board. Ms. White made a motion, seconded by Ms. Parker, to grant permission for Megan Nessell to sit for the NAB exam, and approve the licensure application contingent upon receipt of confirmation of her passing the exam. The motion carried unanimously.

##### Tameka Hackett (2<sup>nd</sup> Qtr Report, Mr. Salitsky recused)

Ms. White reviewed the report and summarized it for the Board. Ms. White made a motion, seconded by Ms. Dole, to accept the 2<sup>nd</sup> quarterly report of Tameka Hackett. The motion carried unanimously.

##### REVIEW OF AIT SUMMARY REPORTS – Ms. Howard

Ms. Howard gave a summary of the progress of Administrators In Training as of 9/11/12. The Board requested that Ms. Howard send a letter to Rawlida Trapp requesting her 2<sup>nd</sup> quarterly report, which was due after 7/11/12.

##### REVIEW OF CONTINUING EDUCATION APPROVAL REQUESTS:

Delaware Health Care Facilities Association, DHCFA October Educational Conference, 10/24/12, Requesting 6.0 CEUs

Crozer-Keystone Health System, Senior Home Services, Fall Prevention: A Comprehensive Approach to Addressing Balance and Dizziness Disorders, 1/26/12, Requesting 3.0 CEUs

Crozer-Keystone Health System, Senior Home Services, Advanced Wound Care in Chronic Ulcers, 3/22/12, Requesting 3.0 CEUs

Delaware Hospice, The Aftermath of Suicide, 10/26/12, Requesting 6.25 CEUs

Delaware Association for Home and Community Care, Breaking Barriers to Health & Independence, 11/7/12, Requesting 6.0 CEUs

Ms. Hague reviewed the CE applications of Delaware Health Care Facilities Association, Crozer-Keystone Health System, Delaware Hospice, and Delaware Association for Home and Community Care. Ms. Hague made a motion, seconded by Ms. White, to approve all of the programs as presented. The motion carried unanimously.

**REVIEW OF RULES & REGULATIONS, INACTIVE LICENSE STATUS**

Summary of Inactive License Status in Other States – Mr. Salitsky

Summary of Inactive License Status for DE Board of Nursing – Ms. Wimbush

Review Language for Inactive License Status From Other DE Professional Boards – Mr. Stevenson

Mr. Stevenson distributed samples of language from other Delaware professional boards regarding inactive license status. In the absence of Mr. Salitsky and Ms. Wimbush, the Board tabled the discussion until its October meeting.

**COMPLAINT UPDATES**

Complaint 29-01-11 (White) Forwarded to Attorney General's Office

Ms. White reported that Complaint 29-01-11 has been forwarded to the Attorney General's office.

**OTHER BUSINESS BEFORE THE BOARD (FOR DISCUSSION ONLY)**

CERTIFICATE OF APPRECIATION, TIM BALLAS (Missing 2 Signatures: Squier & Bane)

In the absence of Ms. Squier and Mr. Bane, this item will be tabled until the Board's November meeting.

Ms. Parker stated that she would be unable to attend the Board's November meeting.

**PUBLIC COMMENT**

None

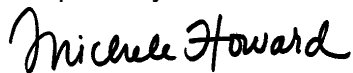
**NEXT SCHEDULED MEETING**

The next meeting is scheduled to be held on November 13, 2012 at 1:00 p.m. in the second-floor Conference Room B of the Cannon Building located at 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

There being no further business, Ms. White made a motion, seconded by Ms. Dole, to adjourn the meeting at 1:20 p.m. The motion carried unanimously.

Respectfully submitted,



Michele Howard  
Administrative Specialist II

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*